

KEVIN D. MALECEK
President of Council

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VICTORIA ANN SAVAGE, CMC
Clerk of Council

City of Willoughby Hills

Council
CHRISTOPHER L. BIRO
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DAVID M. FIEBIG
FRANK A. GERMANO
RAYMOND C. SOMICH

ORDINANCE NO. 2009-38

AN ORDINANCE FIXING THE COMPENSATION FOR THE POSITION OF POLICE DEPARTMENT SECRETARY; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.

WHEREAS, Section 2.11 of the Charter of the City of Willoughby Hills states “The Mayor shall be the Chief Executive Officer and the Head of the Administrative Branch of the Municipal Government and shall perform all duties and may exercise all privileges and authority prescribed for him in this Charter, or by the Constitutions and laws of the United States and of the State of Ohio, including authorities of a judicial nature; and

WHEREAS, Section 2.21 states that the Mayor may appoint the heads of all departments, including but not limited to the Department of Public Safety, the Department of Finance, the Department of Law and the Department of Public Service; and

WHEREAS, Section 3.32 of the Charter of the City of Willoughby Hills requires that the Council fix by Ordinance the compensation of every officer and employee of the Municipality; and

WHEREAS, further Section 2.27 of the Charter of the City of Willoughby Hills states “Though Council has the power to fix salaries as defined in Section 3.32, the Mayor shall have the duty and responsibility to recommend to Council the amount of pay for various positions and shall also have the responsibility to review existing pay scales; and

WHEREAS, the Personnel Relations Committee of Council met on April 6th and again on April 20th to review and discuss the salary and compensation for the position of Police Department Secretary; and

WHEREAS, the Council of the City of Willoughby Hills has fixed by this Ordinance a compensation range and hereby provides to the Mayor, CEO and Head of the Administrative Branch of the Municipal Government, said fixed range for the position of **Police Department Secretary**.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:

SECTION 1. The range of compensation for the position of **Full Time Hourly Police Secretary** has been set as follows:

<u>Job Title</u>	<u>Hourly Rate</u>	
	<u>Minimum</u>	<u>Maximum</u>
Police Department Secretary	\$15.25 to \$22.50	

SECTION 2. The required Staffing Level for said position shall be **(1) Full Time Hourly Police Department Secretary**.

SECTION 3. The Mayor, CEO and Head of the Administrative Branch of the Municipal Government, given the compensation range as fixed by Council, at his discretion may determine the rate of compensation to be paid for the position of **Police Department Secretary** within the fixed compensation range.

SECTION 4. Initial appointment to any position shall be made at the minimum of the assigned position. The Mayor at his discretion may approve a starting salary up to an additional 10% of the minimum compensation schedule for the classification when the needs of a department make such action necessary. Any compensation over and above what the Council authorizes in any given year will require separate Council approval.

SECTION 5. All Ordinances, or parts thereof in conflict with the provisions of this Ordinance be, and are hereby repealed as of the effective date of this Ordinance.

SECTION 6. All the actions of this Council concerning and relating to the passage of this legislation were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 7. This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of the Police Department, and further reason being to immediately adjust the range of compensation for the position of **Police Department Secretary** retroactive to the first pay of January 2009; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

PASSED: _____, 2009

Kevin D. Malecek
President of Council

Submitted to the Mayor for his approval
on this ____ day of _____, 2009

Approved by the Mayor

ATTEST:

_____, 2009

Victoria Ann Savage, CMC
Clerk of Council

Robert M. Weger
Mayor